
ILLINOIS VIOLENCE
PREVENTION AUTHORITY

REQUEST FOR PROPOSALS

-Youth Court Start-up or Expansion-

FY 07

Illinois Violence Prevention Authority
Chicago, Illinois 60601
(312) 814-2796
FAX: (312) 814-1108

www.ivpa.org



ILLINOIS VIOLENCE PREVENTION AUTHORITY

JANUARY 2006

REQUEST FOR PROPOSALS FOR FY 07 YOUTH COURTS FUNDING

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REQUEST FOR PROPOSALS FOR FY 06 YOUTH COURTS FUNDING

Notice of Intent Due Date

In order to be eligible to apply for the grant, applicants must complete and return the enclosed Notice of Intent (page 22). The Notice of Intent informs us that you intend to apply for the grant.

The Notice of Intent must be received by 5:00 pm on February 17th, 2006.

[If you mail your Notice of Intent, send it via overnight or certified mail, and save the receipt. If you fax your Notice of Intent, save the fax transmittal confirmation sheet. These receipts can serve as proof that you submitted the Notice on time.]

MAIL OR FAX THE NOTICE OF INTENT TO:

Illinois Violence Prevention Authority
ATTN: Notice of Intent
100 West Randolph Street, Rm. 6-600
Chicago, IL 60601
FAX: (312) 814-1108

REQUEST FOR PROPOSALS FOR FY 07 YOUTH COURTS FUNDING

Notice of Proposal Due Date

Title: FY 07 Youth Courts Mini Grants

Issued By: Illinois Violence Prevention Authority

Proposal Due Date: **Proposals must be received no later than 5:00 p.m., April 28th, 2006. Do not fax your proposal.**

Proposals should be addressed to:

Barbara Scott
Illinois Violence Prevention Authority
100 W. Randolph St., Rm. 6-600
Chicago, IL 60601

Eligible applicants: Illinois school districts, police departments, State's Attorney's Offices, probation departments and/or community-based organizations.

Funding Period: June 15th, 2006--June 30th, 2007

Maximum
Award
Amount: \$3,000

REQUEST FOR PROPOSALS FY 06 YOUTH COURTS GRANTS

I. Introduction

The Illinois Violence Prevention Authority (IVPA) is accepting applications for a maximum grant of \$3,000 from Illinois school districts, public schools, police departments, State's Attorney's Offices, probation departments and/or community-based organizations for new or expanding Youth Court Initiatives for the 12-month period from June 15, 2006 to June 30, 2007.

II. IVPA Background

The Illinois Violence Prevention Authority (IVPA) was created by the Illinois Violence Prevention Act of 1995. The Act acknowledged the need for a comprehensive, collaborative approach to violence prevention and authorized IVPA to "plan, coordinate, fund and evaluate public health and public safety approaches to violence prevention in the state."

IVPA is a state agency governed by a board that is co-chaired by the Illinois Attorney General and the Director of the Illinois Department of Public Health. Its members include the directors or designees of state agencies, private sector members from the health, criminal justice, civic, and victim service arenas; and the chair of the IVPA Youth Advisory Board.

Annual appropriations for IVPA are from two funding sources: the Illinois Violence Prevention Fund (Fund 184), into which monies generated from the sale of the license plates are deposited, and the General Revenue Fund.

The Act directs IVPA to administer grant programs that make funding available for community-based and statewide collaborative efforts (multi-disciplinary, multi-sector) that address any of the following elements of a comprehensive approach to violence prevention:

- Community-based youth violence prevention programs;
- Implementation and evaluation of comprehensive school-based violence prevention programs;
- Early childhood intervention programs designed to prevent violence and identify and serve young children and families at risk;
- Family violence and sexual assault prevention programs;
- Programs that integrate violence prevention initiatives with alcohol and substance abuse prevention efforts;
- Programs that integrate violence prevention services with health care provisions; and
- Programs with innovative community policing or law enforcement approaches to violence prevention.

For more information regarding IVPA, please visit our web site at www.ivpa.org.

III. Youth Court Program Background

Youth courts, also known as teen courts or peer juries, are specialized intervention programs generally geared toward first-time teen offenders. Violations heard by youth court programs may range anywhere from curfew violations to battery. Each community determines the appropriate violations to

be heard based on their own needs. The National Youth Court Center has published a comprehensive document that outlines the development and implementation of youth courts (National Youth Court Guidelines, 2000) In order for a case to be referred to youth court, the referred youth must admit to the offense. Model youth courts emphasize balanced and restorative justice, where the focus is placed on accountability rather than on traditional punitive measures. This approach requires the respondent to repair the harm that his/her actions have caused. Rather than facing a formal prosecution and a juvenile court record, the offender is held accountable through a disposition determined by his/her peers. The disposition usually requires the teen offender to perform community service. Most programs operate through collaboration between juvenile justice agencies, schools, non-profit agencies, and the community. Student volunteers usually earn service-learning credits at their schools.

Youth court programs are organized in many different ways. Some youth courts take referrals for school code violations, while others take referrals from local law enforcement, local state's attorney's offices or probation departments. Regardless of the types of cases handled, youth court proceedings generally use one of four models – the youth tribunal model, the adult judge model, the youth judge model, or the peer jury model. The three most commonly utilized models are the youth judge model, the adult judge model, and the peer jury. The youth judge model functions much like the adult judge model, but a youth “judge” presides over the proceedings. In both models, youth “lawyers” present the case and a jury of youths makes the final decision regarding the disposition. The peer jury model is unique because it does not use “lawyers.” The members of the peer jury ask the referred youth, the victim, and other witnesses’ questions. The jury then deliberates and reaches a decision about the disposition. Even though each model’s procedures vary, they all share a common goal of emphasizing restorative justice.

Using youth courts is successful because it offers many benefits that are not available in the traditional juvenile justice system. Perhaps the most important benefit is the reduced offender recidivism rates. For example, school-operated peer jury programs have reported a decrease in suspensions, in-school fights, and an increase in school attendance. Youth courts that handle criminal offenses have reported significantly lower recidivism rates as compared to the traditional juvenile court system. Other benefits to participants in youth court programs include: better decision making skills and enhanced perceptions of justice, leadership, and communication.

All teen court programs operate within the parameters of state and local law. Illinois has enacted legislation that specifically mentions implementing teen courts. The Juvenile Court Act authorizes communities to use youth court programs as an alternative to the traditional juvenile justice system. (705 ILCS 405).

In Illinois, the legislature has recognized the importance of program sustainability; effective January 1, 2005 a youth court funding mechanism was put in place. It is codified as PA 93-0892, also known as House Bill 307. It permits counties to pass resolutions to increase fines up to \$5 for certain criminal and vehicular code offenses listed in the act. These fines may be spent on the operation and administration of youth courts and other diversion programs. (See <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=093-0892&GA=093> for a copy of the Public Act).

Due to the growing interest in youth courts, the office of the Illinois Attorney General founded the Illinois Youth Court Association (IYCA) in 2000. The IYCA Advisory Board is comprised of youth court and juvenile justice professionals from across the state. It assists communities with: developing youth courts, enhancing existing programs, and information-sharing between programs.

The IYCA also sponsored three summits around the state to provide people with the opportunity to learn more about how to start a youth court program, or how to enhance an existing program.

The Illinois Attorney General's Office is collaborating with IVPA to provide seed funding to promote the development of youth courts in Illinois. Grantees will be awarded up to \$3,000 to assist with the costs associated with creating or expanding a youth court program. These monies are not intended to sustain programs. While this funding is available to any program, IYCA encourages programs that operate in counties that do not have a resolution, to take this opportunity to work towards getting one passed.

IVPA strongly recommends that applicants do not take on cases involving gang violence, sexual harassment, and teen dating violence due to the sensitive and dangerous nature of these crimes.

For additional information on youth court programs please refer to these websites:

The Illinois Attorney General's Office and the Illinois Youth Court Association:
<http://www.illinoisattorneygeneral.gov/communities/youthadvocacy/iyca.html>

National Youth Court Center:
<http://www.youthcourt.net>

IV. Important Dates to Remember

Notice of Intent Due: By 5:00 pm on February 17, 2006

Proposal Due Date: By 5:00 pm on April 28, 2006

V. Youth Court Mini Grant Program Goals

The Youth Court Mini Grant program goals are to:

- Increase youth court participation around the state. Targeted grant participants include youth courts operated in schools as alternatives to suspension and expulsion and as juvenile justice diversion programs administered by state's attorney's offices, probation departments, local law enforcement agencies, or by community organizations.
- Increase youth court volunteer understanding and implementation of restorative justice principles in their youth court programs (for more information on restorative justice principles see <http://www.youthcourt.net/Publications/RJ.htm>).
- Works towards ensuring that there is equal concern and commitment to victims and offenders, by involving both in the process.
- Increase collaboration and communication efforts between schools, the juvenile justice system, and the community regarding juvenile justice issues.

VI. Grant Requirements

During the FY 06 implementation period, the grantee agencies will be required to:

- Work towards the creation or expansion of a youth court program in the targeted community.
- Utilize Balanced and Restorative Justice in volunteer trainings and other aspects of funded youth court programs.
- Submit mid-year and close-out program and fiscal reports.
- Collect basic statistical information including tracking the offenders/referred youth to determine recidivism rates for the program.

VII. Program Plan (maximum 8 pages)

IVPA strongly recommends that applicants do not take on cases involving gang violence, sexual harassment, and teen dating violence due to the sensitive and dangerous nature of these crimes.

Applicants will complete either section A (for those seeking start up funds) or Section B (for those seeking expansion funds). Please complete the appropriate section in its entirety.

Section A. For Applicants Seeking Start-Up Funds (See Section B for expanding program)

Please make sure that your Program Plan follows these guidelines:

- Typed on white, 8 ½" x 11" paper
- 12-point font or larger
- Double-spaced, on one side of the page
- One-inch margins, on all sides
- Type each heading before typing response

The applicant must submit a proposal that contains the information outlined below. Each section must have a heading that corresponds to the headings listed below. Sections do not need to begin on new pages.

A. Target Population (1/2 page)

- Identify the targeted geographic region that will be served by the program (e.g., county or counties, municipalities, school districts).
- Describe the target population's racial, ethnic, and socio-economic demographics.

The US Census website: <http://quickfacts.census.gov/qfd/states/17000.html> has easily accessible demographic information available by city and/or county.

- Provide an estimate of the number of youth that will be served by your youth court program. Please include the number of volunteers that will be utilized in operating the

youth court program (include both adult and youth volunteers).

B. Need for the Program (1 page)

- For the geographic area your program proposes to serve, describe the scope of the problem of youth crime and delinquency. Please include the types of youth crime and delinquency experienced in the targeted community.

Provide supporting data to the extent possible.

- Please highlight how your program's volunteer recruitment efforts will strive to include a population reflective of the community.

The US Census website: <http://quickfacts.census.gov/qfd/states/17000.html> has easily accessible demographic information available by city and/or county.

- Are other youth diversion programs available in the targeted community? If so, please comment on these programs and the services they provide. Please explain how your proposed program will communicate with other youth diversion programs.
- Please explain how your proposed services will utilize existing community resources.
- What are the agencies that the youth court program will collaborate with to ensure program success? (Letter of support from collaborating agencies required-See section E)

C. Structure of the Program (2-3 pages)

- Please explain the youth court model your program will be using and why that model was selected.
- Please state the written policy that outlines the types of offenders, offenses, or problem behaviors that the youth court will hear. This policy should:
 - a. Be governed by any state legislation, local regulations, agency policies, or school district policies that set parameters for the types of offenders and issues that can be addressed by a youth court or diversion;
 - b. Reflect the goals and objectives of the program; and
 - c. Be one for which the program will have or be able to provide adequate case disposition options or program services.

(National Youth Court Guidelines, 2005)

- Identify the referral process the youth court program will implement.
- Explain where you expect youth court sessions will be held, the frequency of these sessions, and the number of cases that will be heard per a session.

- Describe the recruitment efforts to obtain both youth and adult volunteers. In addition, please comment on the publicity that will be used to advertise the program.
- Please document how your program plans to train volunteers.
- Identify the efforts your organization will adopt to incorporate Balanced and Restorative Justice into the youth court program (for more information on restorative justice principles see <http://www.youthcourt.net/Publications/RJ.htm>).
- Please describe the efforts your program plans to undertake in order to involve victims in the proceedings.
- Describe the potential agreements or sentences jurors can reach for offenders/referred youth. Please explain how these agreements will be reached, the community resources utilized, such as any classes, community service or counseling that will be available for the referred youth.
- Describe how your program will involve parents, victims, and other community members in any and all hearings.
- Describe if your program will establish or has established an advisory board. If yes, please list current or potential members.
- Does the targeted community's county have a resolution pursuant to Public Act 93-0892, also called House Bill 307? If yes, please attach a copy of the resolution and comment on whether your youth court program or agency is a beneficiary of the resolution's funding. If your program has a resolution, please state how much funding your program is receiving or is expecting to receive?
- If your county currently does *not* have a resolution, please document the steps your program or agency is undertaking to pass a resolution.

D. Agency Capacity (1 page)

- Describe your agency's experience with planning and implementing youth programs and/or juvenile justice programs. Identify any obstacles encountered and how your agency worked to overcome them.
- Identify the project coordinator who will be primarily responsible for managing the development and administration of your youth court program. Describe his or her relevant qualifications, expertise, experience, and capabilities. Include the project coordinator's resume if the person has already been identified.

E. Letters of Support

- The applicant must include a letter of support describing:
 - a.) The applicant's role in the development of this project;
 - b.) The roles of the primary staff involved; and

c.) A brief overview of the importance of youth courts and the role this program could have in the community.

- Any collaborating agencies should include a letter detailing their role and involvement in the program.

F. Please state if a representative of your agency or program attended one of the Illinois Youth Court Association's Youth Court Summits.

G. Project Timeline (1 page)

Please detail your program's plan for the grant funds. How will your program utilize the money you have applied for in starting a youth court program?

Section B. For Applicants Seeking Expansion Funds

A. Target Population (1/2 page)

- Identify the targeted geographic region that is currently served by your program (e.g., county or counties, municipalities, school districts). If different from the existing targeted region, please identify the targeted region for expansion.
- Describe the target population's racial, ethnic, and socio-economic demographics. Please describe the difference between the expansion region's demographics and your current program population's demographics, if differences exist.

The US Census website: <http://quickfacts.census.gov/qfd/states/17000.html> has easily accessible demographic information available by city and/or county.

- Provide the number of youth served by your youth court program within the last year. Please include the number of volunteers utilized in operating your youth court program within the last year. Please comment on any changes that will result from expansion.

B. Need for the Program (1 page)

- For the geographic area your program serves, describe the scope of the problem of youth crime and delinquency. Please include the types of youth crime and delinquency experienced in the community served. If different, please comment on the types of crime and delinquency experienced in the expansion community.

Provide supporting data to the extent possible.

- Please highlight how your program's volunteer recruitment efforts strive to include a population reflective of the community.

The US Census website: <http://quickfacts.census.gov/qfd/states/17000.html> has easily accessible demographic information available by city and/or county.

- Do other youth diversion programs exist in the targeted community? If yes, please comment on these programs and the services they provide for youth. Please explain how your proposed program will communicate with other youth diversion programs.
- Please explain how your proposed services will utilize existing community resources.
- What agencies has the youth court program collaborated with to ensure program success? What additional agencies will your program collaborate with and how will those relationships be maintained? (Letter of support from collaborating agencies required-See section E)

C. Structure of the Program (2-3 pages)

- Please explain the youth court model your program uses. If a different model will be incorporated into expansion efforts please comment on why that model was selected.
- Please state the written policy that outlines the types of offenders, offenses, or problem behaviors that are heard by your current youth court program. If expansion efforts will result in the acceptance of different types of violations by your program please comment on these changes.

The policy should:

- a. Be governed by any state legislation, local regulations, agency policies, or school district policies that set parameters for the types of offenders and issues that can be addressed by a youth court or diversion;
 - b. Reflect the goals and objectives of the program; and
 - c. Be one for which the program will have or be able to provide adequate case disposition options or program services.
- (National Youth Court Guidelines, 2000)
- Identify the referral process implemented by your program. If the referral process will differ in the expansion program please comment on the difference.
 - Explain where your youth court sessions are held, the frequency of these sessions, and the number of cases that are heard per a session. If expansion efforts will change any of the logistical elements of your youth court mentioned above please comment on the changes.
 - Describe the recruitment efforts to obtain both youth and adult volunteers. In addition, please comment on the publicity used to advertise the program. Please comment on any changes or enhancements that will result from expansion efforts.
 - Please document how your program trains volunteers. Please comment on any changes and enhancements to training efforts that will result from expansion.
 - Identify the efforts your organization adopts to incorporate Balanced and Restorative Justice into your youth court program. Describe any changes or enhancements that will occur due to expansion funding. (for more information on restorative justice principles see

<http://www.youthcourt.net/Publications/RJ.htm>).

- Describe the potential agreements or sentences jurors can reach for offenders/referred youth. Please explain how these agreements are reached, the community resources utilized, such as any classes, community service or counseling that are available for the referred youth. Include the number of agreements and sentences jurors reached within the last year. List the nature of sentences and the recidivism rates. Please project any changes and enhancements to the above as a result of the proposed expansion.
- Describe how your program will involve parents, victims, and other community members in any and all hearings. Please comment on any changes and enhancements to the above as a result of expansion.
- Does your program utilize an advisory board? Please describe how it has been used for the current program and will be used for the expanding program.
- Does the targeted community's county have a resolution pursuant to Public Act 93-0892, also known as House Bill 307? If yes, please attach a copy of the resolution and comment on if your youth court program or agency is a beneficiary of the resolution's funding. If your county currently does *not* have a resolution, please document the steps your program or agency is undertaking to pass a resolution.

D. Agency Capacity (1-2 pages)

- Describe your agency's experience with planning and implementing youth programs and/or juvenile justice programs. Identify any obstacles encountered and how your agency worked to overcome them.
- Describe your agency's experience with planning and implementing youth court programs. Identify any obstacles encountered and how your agency worked to overcome them.
- Identify the project coordinator who will be primarily responsible for managing the youth court expansion. Describe his or her relevant qualifications, expertise, experience, and capabilities. Include the project coordinator's resume if the person has already been identified.

E. Letters of Support

- The applicant must include a letter of support describing:
 - a.) The applicant's role in the development and administration of this project;
 - b.) The roles of the primary staff involved; and
 - c.) A brief overview of the accomplishments of the existing youth court program thus far and its impact on the community.
- All collaborating agencies should include a letter detailing their role and involvement in the program.

- F. Please state if a representative of your agency or program attended one of the Illinois Youth Court Association's Youth Court Summits.
- G. Project Timeline (1 page)

Please detail your program's plan for the grant funds. How will your program utilize the money you have applied for in expanding your existing youth court program?

All Applicants need to complete the remaining sections.

H. Budget

- Use the budget forms provided in the back of this RFP packet. Make additional photocopies of the forms, if necessary.
- Detailed instructions for filling out the budget forms are found on the back of each budget page. ***Itemize your budget using the subcategories listed in the instructions on the back of each budget page.*** Examples of allowable costs are included in Appendix A.
- An example of a completed Budget Summary page is found at the end of the budget section.
- The budget submitted as part of your application should include a request for a maximum of \$3,000 that includes, for example:
 - Basic start up costs
 - Administrative costs
 - Assessment of community needs
 - Publicity costs
 - Office supplies
 - Printing costs and promotional items
 - Training costs for volunteers (includes speakers, room rental, food, training materials, etc.)
 - Meeting space for youth court sessions (includes food and meeting materials, etc.)
 - Transportation costs
 - Supplemental services such as counseling or victim impact panels
 - Data Assessment and collection costs
 - Staffing
 - Professional development training

Participants should also see the IVPA Standard Allowable Costs List attached in Appendix A.

I. Budget Justification Form

1. Complete the Budget Justification Form provided at the end of the RFP, and include it in the application packet after the budget forms.

2. As noted on the Budget Justification Form, attach a narrative that provides additional information or justification for each line item budgeted so that reviewers will understand **to which activities in the Proposal Narrative the expenses are related, what services/items are being purchased, and how the estimated costs were calculated**. The budget justification should not explain why the funds are needed. For example, if Printing is budgeted for \$1,000, the justification might explain that this cost includes 1,000 site brochures @ \$1 each. *There is no page limit or format required for the budget justification narrative.*
3. If fringe benefit costs are being requested from IVPA, indicate yes on question #1 of the Budget Justification Form and include an explanation for how fringe benefits were calculated in question #2.
4. For any equipment costs in excess of \$1,000 (or for duplicate equipment items totaling more than \$1,000), please attach three official vendor quotations—quotations may be photocopied from a catalog, downloaded from a web site, or obtained directly from the vendor. If it is not possible to obtain three quotations, provide an explanation on the Budget Justification Form for why fewer than three are attached. Attach an additional page, if needed.

J. Forms

1. Cover Sheet—detach and complete. Instructions for filling out the Cover Sheet are provided on the back of the form. The Cover Sheet should be the first page of the application packet.
2. General Assurances—detach, read and sign. Include it in the packet following the letters of collaboration.
3. Web Site Permission Form—detach and complete.
4. Evidence of not-for-profit status (where applicable).
5. Application Checklist—detach and complete. Once the application is complete, use the Checklist to assure that all components are including in the submitted application packet.
6. Budget Forms—detach and complete.
7. Budget Justification Form—detach and complete. Be sure to include a narrative with the form explaining how each line item in the budget was calculated.

No other attachments should be included as part of the application packet. Attachments such as program descriptions, pamphlets, brochures, newspaper articles, etc. will be removed and discarded before the application is reviewed.

VI. Scoring and Award Criteria

The following criteria will be used to determine if an application is complete. An Application Checklist has also been provided with the same information. Any missing information can delay the processing of the grant application and can create lags in funding.

- Completed Cover Sheet (indicating that the applicant is an eligible organization type).
- Eight-page (maximum) proposal, double-spaced (max. 23 lines per page) in 12-point font with 1-inch margins on all sides (charts do not need to be double-spaced).
- Completed budget forms requesting a maximum award up to \$3,000. Include the Budget Justification Form and attachments.
- Letters of support from the sponsoring community agency.
- Signed General Assurances Form.
- Web Site Permission Form.
- Evidence of not-for-profit status (where applicable).
- One signed original copy of the entire application packet (including all forms, attachments and budget pages), fastened with a binder clip.
- Three photocopies of the entire application packet (including all forms, attachments and budget pages), each fastened with a binder clip.

Eligible applicants will be reviewed on the extent to which they met the criteria outlined in the Program Plan (Section VI) above. If information is missing or unclear, IVPA may request additional information from the applicant as needed.

Final selection of applications for awarding of funds will be conducted through a multi-stage process:

- H. Applications will be reviewed for completeness. Any missing information will be immediately requested upon receipt. Missing information or delays in responding to this request may result in a late or reduced award or no award.
- I. Each application will be reviewed and scored based on the extent to which the requested information was provided and the appropriateness of the narrative. A minimum of two individuals, including a member of the Illinois Youth Court Advisory Board and an IVPA staff.
- J. Applications meeting a minimum fundable score will be considered for funding; applications that do not meet a minimum fundable score will be discussed with the applicant and may be eligible for revision and resubmission.
- K. Final funding decisions will be made by the IVPA Board of Directors.

VII. Payment Methodology

Payments to successful applicants shall be made as follows. Payments to successful applicants shall be made in one-time disbursements within 45 days of execution of the contract.

VIII. Source of Funds: Violence Prevention funds

IX. Contact

For additional information regarding this RFP or the application process, please call or fax the following staff member:

Reshma Desai
Director of Grant Programs
(312) 814-1708
rdesai@idph.state.il.us

X. Submission Instructions

Submit completed application (one original and three copies, each fastened with a binder clip) to:

Barbara Scott
Illinois Violence Prevention Authority
100 W. Randolph St., Rm. 6-600
Chicago, IL 60601

Applications must be received by 5 p.m., April 28, 2005.

NOTE: Please DO NOT staple or submit applications in plastic or spiral binders, in notebooks, or with tabs or covers.

Appendix A: Allowable Costs For Reimbursement Under IVPA Agreement

To be reimbursable under an IVPA Grant Agreement, expenditures must meet the following general criteria:

- a. Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the overall responsibilities of the agency.
- b. Be authorized or not prohibited under federal, state, or local laws or regulations.
- c. Conform to any limitations or exclusions set forth in the applicable rules, program description, or grant agreement.
- d. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstance.
- e. Not be allocable to or included as a cost of any other state or federally financed program in either the current or a prior period.
- f. Be net of all applicable credits.
- g. Be specifically identified with the provisions of a direct service or program activity.
- h. Be an actual expenditure of funds in support of programs activities, documented by check number and/or internal ledger transfer of funds.
- i. Examples of allowable costs include the following. This is not meant to be a complete list, but rather specific examples of items within each line item category.

A. Personnel:

Gross salary paid to agency employees directly involved in the provision of program services. Employer's portion of fringe benefits actually on behalf of direct services employees; examples include FICA (Social Security), life/health insurance, Workers Compensation insurance, Unemployment insurance and pension/retirement benefits.

B. Contractual Services:

Conference registration fees
Contractual employees
Repair & maintenance of furniture and equipment
Postage, postal services, UPS, or other carrier costs
Software for support of program objectives
Subscriptions
Training and education costs
Youth Stipends

Payments (or pass-through) to subcontractors or sub grantees are to be shown in the Contractual Services section—**all subcontracts or sub grants require an attached detail line-item budget supporting this contractual amount.**

Allocations of the applicable portion of the following costs are allowable only if approved by the program and the allocation methodology is approved as part of the application process.

- Rent or lease of space or facilities
- Utility costs
- Insurance
- Copy machine rental or lease
- Costs of improvements to real property

C. Travel

- Mileage (at state rate unless specifically noted otherwise)
- Airline or rail transportation expense
- Lodging
- Per diem or meal costs
- Operation costs of agency-owned vehicles

D. Commodities (Supplies)

- Office supplies
- Medical supplies
- Educational and instructional materials and supplies, including booklets and preprinted pamphlets
- Household, laundry and cleaning supplies
- Parts for furniture and office equipment
- Equipment items costing less than \$100.00 each
- Books, films, and videos

E. Printing (include in Supplies)

- Letterpress, offset printing, binding, lithographing services
- Photocopy paper, other paper supplies
- Envelopes, letterhead, etc.

F. Equipment

- Items costing over \$100.00 each with useful life of more than one year. Cost shall include all freight and installation charges.
- Office equipment and furniture
- Allowable medical equipment
- Reference and training materials and exhibits

G. Telecommunications (include in Contractual Services)

- Telephone services

Answering services

Repair, parts and maintenance of telephones and other communication equipment

Non-allowable costs include, but are not limited to:

Alcoholic beverages

Bad debts

Contingencies or provision for unforeseen events

Contributions and donations

Debt retirement

Entertainment, exclusive of incentives to encourage target group participation

Fines and penalties

Gratuities

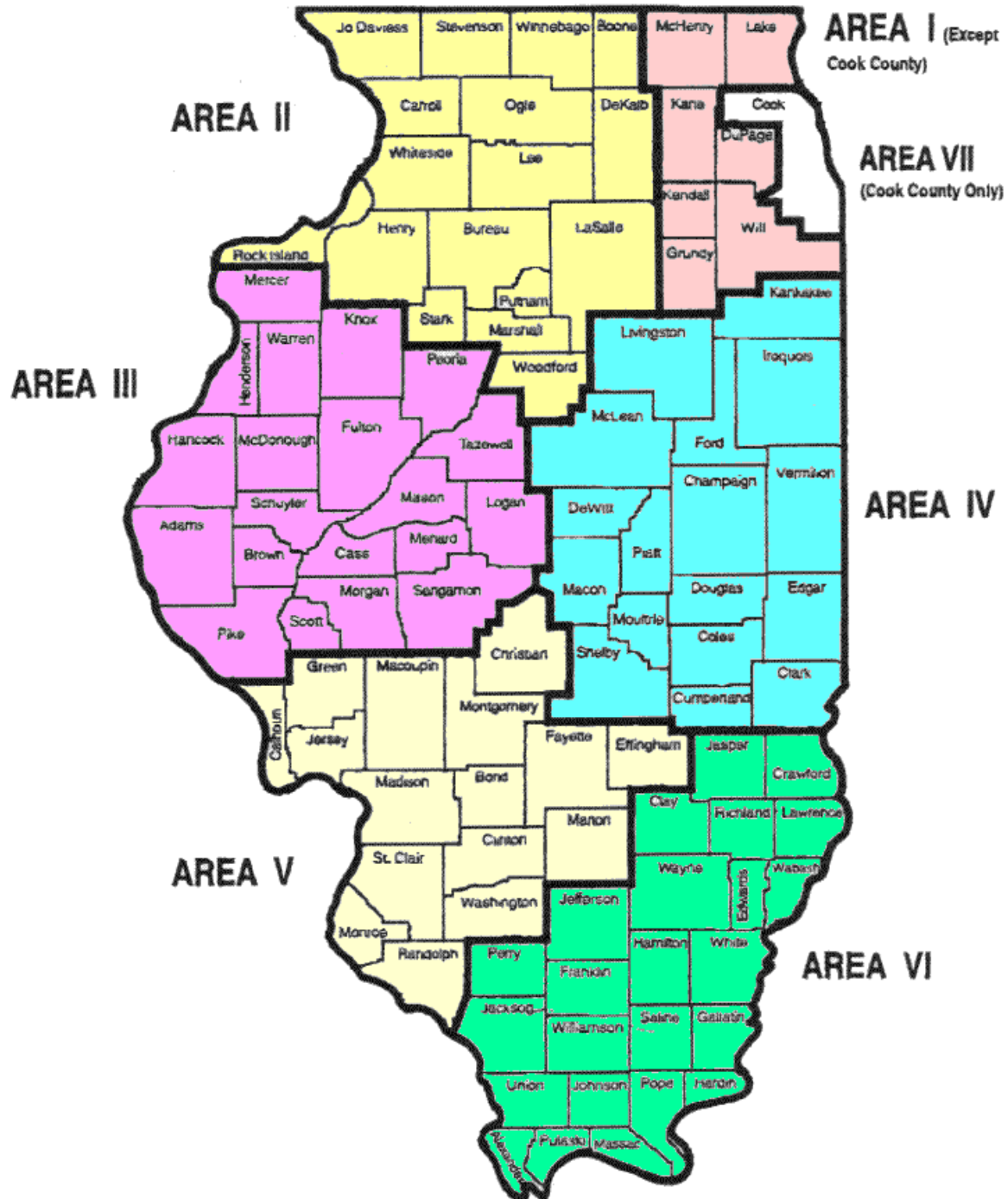
Indirect cost plan allocations

Interest and financial costs

Legislative and lobbying expenses

Real Property payments or purchases

IVPA Geographic Funding Areas



ILLINOIS VIOLENCE PREVENTION AUTHORITY

FY 07 Youth Courts Mini Grants

NOTICE OF INTENT

To be considered for Illinois Violence Prevention Authority (IVPA) FY 06 funding, please provide the following information and mail or fax this Notice of Intent to IVPA. This form must be received by **February 17, 2006 @ 5:00 p.m.** This is the only form that must be submitted before the application due date.

APPLICANT INFORMATION

Applicant Name: _____
Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail: _____ Web site: _____

COUNTY or COUNTIES SERVED BY YOUR PROGRAM: _____

GEOGRAPHIC AREA (Please indicate the area(s) that your program serves—See map):

☐ AREA I ☐ AREA II ☐ AREA III ☐ AREA IV ☐ AREA V
☐ AREA VI ☐ AREA VII (Cook County) ☐ AREA VIII (Statewide)

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Mail or Fax Notice of Intent to:
Illinois Violence Prevention Authority
ATTN: Notice of Intent
100 W. Randolph, Rm. 6-600
Chicago, IL 60601
Fax: 312-814-1108

APPLICATION COVER SHEET

ILLINOIS VIOLENCE PREVENTION AUTHORITY YOUTH COURTS MINI GRANTS

APPLICATION FOR FY 07 FUNDING

1. SPONSORING AGENCY:

NAME: _____

ADDRESS: _____

CITY: _____

ZIP CODE: _____

TELEPHONE: (____) _____

FAX NO.: (____) _____

E-MAIL: _____

WEB SITE: _____

FEIN NO. (TIN): _____

ADULT CONTACT PERSON:

2. DATE OF SUBMISSION:

Month Day Year

3. AMOUNT REQUESTED:

- ☐ Start-Up Youth Court Program
☐ Expansion Youth Court Program

4. ORGANIZATION TYPE:

- ☐ Government Entity
☐ Not-for-profit Corporation*
☐ Tax Exempt Org. (IRC 501(a) only)*

*Must provide documentation of current status.

5. GEOGRAPHIC AREA(S) SERVED:

(See Enclosed Map)

AREA(S) #: _____

6. COUNTY(-IES) SERVED:

7. LEGISLATIVE DISTRICT #:

CONGRESSIONAL _____

LEGISLATIVE _____
(State Representative District)

(State Senate District) _____

8. IMPORTANT NOTICE:

This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 30 ILCS 105/1 et seq. Failure to provide this information may prevent this form from being processed.

9. APPLICANT CERTIFICATION:

To the best of my knowledge, the date and statements in this application are true and correct. The application agrees to comply with all State/Federal statutes and Rules/Regulations applicable to the program.

AUTHORIZED OFFICIAL:

Typed Name

Title

Signature Date

INSTRUCTIONS FOR COMPLETING COVER SHEET

The Application Cover Sheet should be the front page of the application packet, for all copies.

1. Provide community agency or school applicant name and address as it is to appear in the contracts for services which will be developed for successful applicants.

TIN Number: Provide your nine-digit federal Taxpayer Identification Number (also known as the Federal Employer Identification Number, FEIN) or the state assigned Governmental Unit Code. ***Governmental agencies (county or municipality) should use the Governmental Unit Code, which generally begins with 20 or 30; non-governmental agencies or multi-county agencies should use the FEIN, which generally begins with 36 or 37.***

2. Enter the date the application is forwarded to the Illinois Violence Prevention Authority.
3. Specify the total amount of funding you are requesting from IVPA (not including matching funds or other funding). Check the appropriate box-either new start-up youth court program for new programs or expansion youth court program for an existing youth court program that is seeking funds to expand programming into a new area.
4. Mark (X) to indicate your type of organization. Documentation of current status such as a Certificate of Good Standing from the Secretary of State or other comparable proof of status must be provided for all applicants other than Governmental Entities.
5. Using the enclosed map, indicate which geographic area(s) your program serves.
6. List all counties served by your program.
7. Provide the appropriate district numbers (not names) for the area(s) to be served by your program. For example, if your program serves three counties, you should list each U.S. Congressional District, State Representative and Legislative District representing the three counties in your service area.

Chicago Area applicants: If your program service area is the City of Chicago, list all U.S. Congressional Districts, State Representative and Legislative Districts representing the City of Chicago. If your program service area is only a certain portion of the City of Chicago, you should only list the related Districts.

The Secretary of State's Illinois Blue Book and Illinois Handbook of Government are the best resources for properly identifying your state legislative districts. Each can be downloaded from the Secretary of State's web site at www.sos.state.il.us. Once at that website, go to Publications, then State Government and then click on either the Illinois Blue Book or Illinois Handbook of Government links. The maps in each book outline the US Congressional District and State House and Senate Districts.

9. Provide the name and title of the person authorized to enter into contracts or otherwise obligate the agency to provide services, for example, the School Principle or Executive Director. This information will be used for the signature block for contracts offered to successful applicants.

Signature of "Authorized Official" certifies compliance with all requirements as described in the Request for Proposal, applicable program Rules and Regulations and applicable state and federal Rules and Regulations.

ILLINOIS VIOLENCE PREVENTION AUTHORITY

GENERAL ASSURANCES

A. The undersigned, a duly authorized official of the applicant agency, hereby certifies:

1. That the applicant has not been (i) convicted of bribery or attempting to bribe an officer of employee of the State of Illinois, nor (ii) made an admission of guilt of such conduct which is a matter of record; nor (iii) has an official, agent, or employee of the applicant committed bribery on behalf of the applicant and pursuant to the direction or authorization of a responsible official of the applicant.
2. That if the applicant is a charitable organization subject to the Charitable Trust Act, (760 ILCS 55/1), or the Solicitation for Charity Act, (225 ILCS 460/1), that all information required by the statutes referenced herein has been filed with the Illinois Attorney General.
3. That the applicant has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in the Criminal Code of 1961. (720 ILCS 5/33 E-3, 5/33E-4, 5/33E-11)
4. That the applicant is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates. (775 ILCS 25/1,25/2)
5. That no Federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, loan, or cooperative agreement.
6. Compliance with all provisions of the Drug Free Workplace Act. (30 ILCS 580/1)
7. That the applicant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. (45 CFR 75).
8. Compliance with the Davis-Bacon Act in construction and modification of buildings using grant funds. (40 USC 276a).

B. Further, if funded, the applicant agrees:

1. That the programs (s) shall be implemented within three (3) months of the execution date of the grant agreement. Funds for programs not implemented within three (3) months may revert to unawarded status, unless a written extension request is submitted and approved in writing by the Illinois Violence Prevention Authority.

2. That all services provided through the grant shall be made available without discrimination on the grounds of age, handicap, race, creed, religion, sex, marital status, national origin or duration of residence.
3. To allow periodic on-site review of the applicant's programs and records, including those of authorized subcontractors, by the staff of the Illinois Violence Prevention Authority or their authorized representatives.
4. To submit performance reports to the Illinois Violence Prevention Authority within fifteen (15) days of the end of each reporting period as specified in the applicable program description. The final annual report shall be submitted to the Illinois Violence Prevention Authority within thirty (30) days of the end of the award period. All other specified reports shall be submitted within identified time lines.
5. To expend funds in accordance with the contracted budget, or with accordance to IVPA re-allocation procedures.
6. To maintain forms used to authorize services paid from project funds. Forms shall show the services authorized, date of authorization, and the amounts expended for the specific approved services.
7. To make every reasonable effort to expend the entire grant allotment within the grant period in accordance with the contract or approved re-allocation request.
8. To notify the IVPA prior to the end of the grant period if grant funds will not be spent within the grant period.
9. To maintain complete records of all services and receipts and disbursements relative to the project and agrees to make all such records available to the Illinois Violence Prevention Authority in accordance with the Fiscal Control and Internal Auditing Act and OMB Circular A-128 or OMB Circular A-133, whichever is applicable.
10. To maintain, for a minimum of five (5) years after the completion of the award period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds in conjunction with the award; all books, records, and supporting documents related to the award shall be available for review and audit by the Illinois Violence Prevention Authority or the Auditor General; and the applicant agrees to cooperate fully with any audit conducted by the Illinois Violence Prevention Authority or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish a presumption in favor of the State for recovery of any funds paid by the State under the grant award for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
11. Not to utilize the services of a subgrantee to fulfill obligations without the prior written consent of the Illinois Violence Prevention Authority, and prior written approval by the Authority of all subcontracts.

12. To comply with provisions of the Illinois Purchasing Act prohibiting conflict of interest. (30 ILCS 505/11.1, 505/11.5)
13. To act in compliance with Article 2 of the Illinois Human Rights Act (775 ILCS 5.1-101) and with 44 Ill. Adm. Code 750.APP.A.
14. To comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the American with Disabilities Act of 1990, and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap.
15. Grant funds shall be used in addition to, rather than in lieu of, existing local or other State or federal funds currently available for the purposes approved in the grant award. Existing funds which are currently available are those which have been available at least during the period immediately preceding the period for which funds are being requested and will also be available during the period for which the funds are being requested.
16. That information acquired or produced pursuant to the grant shall not be published, disseminated, or otherwise released without prior review and written approval of the Illinois Violence Prevention Authority.

C. In addition, the applicant understands:

1. That any award resulting from this application may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer shall render the award null, void and of no further effect.
2. That any award resulting from this application is not subject to the State Employees Indemnification Act. (5 ILCS 350/1)
3. That the application and any subsequent award may not be amended or revised without prior written approval of the Illinois Violence Prevention Authority.
4. That all intellectual property and all documents, including data, reports, and all other work products produced by the applicant using grant funds shall become and remain the exclusive property of the Illinois Violence Prevention Authority, and shall not be copyrighted, patented, or trademark registered by the applicant except as authorized by the Illinois Violence Prevention Authority in a separate contract.

Signature of Authorized Official

Applicant Agency

Date

**ILLINOIS VIOLENCE PREVENTION AUTHORITY
FY 07 REQUEST FOR PROPOSALS**

WEB SITE PERMISSION FORM

The IVPA web site (www.ivpa.org) lists all currently funded programs, including the agency name, contact information and a brief description about the funded program. In addition, we provide links to the web sites of our funded programs.

If your agency has a web site, please provide the following information specifying your agency's web site address, as well as contact information for the person to whom questions or requests for information should be directed.

If your agency does not have a web site, please write "None" in the Web Site Address line below and provide the remaining information as you would like it to appear on the IVPA web site.

If your program is funded, this information will be added to the IVPA web site. Please sign the bottom of this page to give us permission to link our web site to your site.

Web Site Address: _____

Agency Name: _____

Contact Name: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

We give the Illinois Violence Prevention Authority permission to post a link to our agency's web site on the IVPA web site.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

**ILLINOIS VIOLENCE PREVENTION AUTHORITY
FY 07 YOUTH COURTS MINI GRANTS**

APPLICATION CHECKLIST

Please verify that you have included the following items in your proposal. Place an X next to each item that has been included in the application packet and sign at the bottom of this page. **The application should be assembled in the order these items are listed.** Place the completed and signed Application Checklist at the end of your application packet.

- _____ Notice of Intent on file with IVPA by 5:00 p.m., April 14, 2006;
- _____ Completed Cover Sheet
(indicating that the applicant is an eligible organization type);
- _____ Eight-page (maximum) Program Narrative, double-spaced in 12-point font with 1-inch
margins on all sides that includes a section on Project Plan;
- _____ Completed Budget Forms requesting a maximum of \$3,000;
- _____ Budget Justification Form and narrative;
- _____ At least 3 vendor quotations for equipment costs over \$1,000 (if applicable)
- _____ Memo of Understanding (only applicable if using a fiscal agent for this project)
- _____ Letters of Support from the sponsoring community agency. Letters should describe the agency's
role in the development of this project, and the roles of the primary staff involved. Letters must be
current and be written on the agency's own letterhead;
- _____ Signed General Assurances Form;
- _____ Evidence of not-for-profit status (where applicable);
- _____ Web Site Permission Form;
- _____ One signed original copy of the entire application packet (including all forms and budget pages and
bound with a binder clip); and
- _____ Three photocopies of the entire application packet (including all forms and budget pages and bound
with a binder clip).

The individuals who verified the completeness of the application packet should sign below:

Signature: _____ Date: _____

**ILLINOIS VIOLENCE PREVENTION AUTHORITY
FY 07 REQUEST FOR PROPOSALS
BUDGET JUSTIFICATION FORM**

On a separate sheet, provide detailed information for each line item budgeted so that reviewers will understand **to which activities in the Program Narrative the expenses are related, what services/items are being purchased and how the estimated costs were calculated.** The budget justification should not explain why the funds are needed.

Some examples are provided below:

- **Training Costs, \$513**, Includes costs to train 15 Local Planning Team members on community policing principles:
 - Speaker's fee (2-hour workshop @ \$125/hour) \$250
 - Room rental (3-hour fee @ \$50/hour; Holiday Inn) \$150
 - Lunches for 15 participants @ \$7.50 per lunch \$113
- **Client Travel, \$800**, Includes costs to transport teenage mothers participating in child abuse prevention program:
 - Van rental @ \$50/week x 16 weeks \$800

Additionally, answer the following questions and include this form on top of your detailed budget narrative.

1. On the personal services page, are fringe benefit costs requested from IVPA?

- ☐ Yes
- ☐ No → SKIP QUESTION 2

2. IF YES: Provide a breakdown of the fringe benefit rate as follows:

FICA (Social Security)	_____ %
Pension/Retirement	_____ %
Group Health Insurance	_____ %
Group Life Insurance	_____ %
Unemployment Insurance	_____ %
Worker's Compensation	_____ %
Other: _____	_____ %
TOTAL	_____ %

3. On the equipment page, are costs requested from IVPA for individual equipment items in excess of \$1,000, including related shipping and installation costs?

- ☐ Yes
- ☐ No → SKIP QUESTIONS 4 AND 5

4. IF YES: Have three vendor quotations been attached for each equipment request in excess of \$1,000?
NOTE: If no vendor quotations are included, the proposal will be deemed ineligible and will not be reviewed.

- ☐ Yes → SKIP QUESTION 5
- ☐ No

5. IF NO: Provide an explanation for why three vendor quotations are not included for each request (use an additional page if needed).

ILLINOIS VIOLENCE PREVENTION AUTHORITY

FY 07 YOUTH COURTS MINI GRANTS

BUDGET SECTION, Summary

APPLICANT: _____

PROJECT TITLE: _____

BUDGET SUMMARY LINE ITEM (Category)	Requested From IVPA
Personnel Services	
Contractual Services	
Supplies	
Travel	
Equipment	
TOTAL, Direct Costs	

*NOTE: Figure in lower right-hand corner represents total funding requested from IVPA. This amount should **not** exceed \$3,000. Please include this amount on the Application Cover Sheet also.

****Please use the Instructions on the back of each budget page when completing these forms!**

ILLINOIS VIOLENCE PREVENTION AUTHORITY

FY 07 YOUTH COURTS MINI GRANTS

BUDGET SECTION, Personnel Services:

APPLICANT: _____

PROJECT TITLE: _____

PERSONNEL SERVICES (Name & Position Title)	FTE Monthly Salary	Number of Months Budgeted	Percent of Time on Program	Total Salary for the Program	Requested From IVPA
SUBTOTAL, Personnel Services					
FRINGE BENEFITS (Rate: _____%) Components & Rates must be itemized in the Budget Justification					
TOTAL, Personnel Services & Benefits					

Use Additional Sheets As Necessary

Budget Section, Page 2

ILLINOIS VIOLENCE PREVENTION AUTHORITY

FY 07 YOUTH COURTS MINI GRANTS

BUDGET SECTION, Contractual Services

APPLICANT: _____

PROJECT TITLE: _____

CONTRACTUAL SERVICES (Itemize by subcategories listed on Budget Instructions)	Requested From IVPA
TOTAL, Contractual Services	

Use Additional Sheets As Necessary

Budget Section, Page 3

**ILLINOIS VIOLENCE PREVENTION
AUTHORITY**

FY 07 YOUTH COURTS MINI GRANTS

BUDGET SECTION, Supplies and Travel

APPLICANT: _____

PROJECT TITLE: _____

<p style="text-align: center;">SUPPLIES</p> <p style="text-align: center;">(Itemize by subcategories listed on Budget Instructions)</p>	<p style="text-align: center;">Requested From IVPA</p>
<p>TOTAL, Supplies</p>	

TRAVEL (Itemize by subcategories listed on Budget Instructions)	Requested From IVPA
TOTAL, Travel	

Use Additional Sheets As Necessary

Budget Section, Page 4

ILLINOIS VIOLENCE PREVENTION AUTHORITY

FY 07 YOUTH COURTS MINI GRANTS

BUDGET SECTION, Equipment

APPLICANT: _____

PROJECT TITLE: _____

EQUIPMENT (Itemize by subcategories listed on Budget Instructions)	Requested From IVPA
TOTAL, Equipment	

Use Additional Sheets As Necessary

Budget Section, Page 5

INSTRUCTIONS TO APPLICANT
BUDGET SUMMARY

GENERAL BUDGET INFORMATION

The budget for this RFP is to reflect the total cost of the project from all sources. The Budget Summary provides a one-page compilation of these costs. Individual line items are to be itemized on the following pages according to the subcategories provided in these instructions. Additional detailed information and justification are to be shown in your Budget Justification narrative.

The budget must comply with the allowable costs for the program, the applicable Administrative Rules and Regulations, the laws of the State of Illinois and any applicable federal guidelines or requirements.

All amounts are to be expressed in whole dollars.

If additional pages are required, please note applicant name and program name on each additional page and number all additional pages, as appropriate, using the following sequence: Page 1a, Page 1b, Page 2a, Page2b, and so on.

BUDGET SUMMARY

The Budget Summary page provides a summary of information itemized on pages 2-5. It is recommended that the Budget Summary page be completed last.

Enter the totals from each detail line-item section and sum these amounts to show the TOTAL, Direct Costs for the program.

INSTRUCTION TO APPLICANT
PERSONNEL SERVICES BUDGET

PERSONNEL SERVICES

Enter the position title and name of the current incumbent; if the position is new or currently not filled, enter "Vacant."

Example: Nurse

Mary Jones
Sally Smith
Vacant

Program Coordinator

Joyce Johnson

Enter the Full-Time Equivalent (FTE) monthly salary for each position, which will be filled for all or any part of the period. Enter the number of months (up to a maximum of twelve months) the position will be filled by staff person working on the program. Enter the percent of time the staff person will devote to the program during the months shown. Enter the total amount of support to be provided for the program, as computed from the information shown, using the following formula:

$$[\text{Monthly Salary}] \times [\text{Number of Months Budgeted}] \times [\text{Percent of time on Program}] = [\text{Total for the Program}]$$

The Total for the Program is then broken out by the amount to be provided from sources other than this application (Applicant and Other) and the amount requested as part of this application (Requested from IVPA).

FRINGE BENEFITS

If fringe benefits will be applied, the components included in the applicant agency's fringe benefit rate are to be itemized in the Budget Justification. The total fringe benefits rate is entered on the Fringe Benefits line; this rate is then applied to the Personal Services, Subtotal. If the applicant agency included fringe benefits in the amount Requested from IVPA and the various IVPA components, the amounts of fringe benefits may not exceed the fringe benefits rate times the Personnel Services, Subtotal for those columns.

If no fringe benefits will be applied, type N/A for "not applicable" in the blank for the rate.

INSTRUCTIONS TO APPLICANT
CONTRACTUAL SERVICES BUDGET

CONTRACTUAL SERVICES

List the costs directly attributable to the program that are estimated to be incurred during the period covered by this application. Examples of Contractual Services include conference registration fees; contractual employees, repair and maintenance of furniture and equipment; postage; UPS or other carrier costs; software; subscriptions; training and education costs; and telecommunication costs.

See also Appendix A for other Allowable Costs.

Payment (or pass-through) to subcontractors or subgrantees are to be listed here. All subcontracts or subgrants require an attached detail line-item budget supporting this contractual amount.

Please use the following subcategories when itemizing your contractual costs. Type the subcategory on the front and list associated costs underneath:

- Contractual Employment (includes individual contracted employees and agency subcontracts)
- Telephone/Telecommunications
- Postage/Shipping
- Training Costs (includes speakers, room rental, food, training materials, etc.)
- Conference Registration (fees)
- Equipment Rental/Lease
- Other (e.g., participant incentives)
- Youth Stipends

INSTRUCTIONS TO APPLICANT
SUPPLIES AND TRAVEL BUDGET

SUPPLIES

List the cost, directly attributable to the program, estimated to be incurred during the period covered by this application.

Please use the following subcategories when itemizing your supplies costs. Type the subcategory on the front and list associated costs underneath:

- Office (e.g., general office supplies)
- Program (e.g., educational and instructional materials, books and videos)
- Printing (e.g., letterpress, offset printing, and other printing services)
- Copying (e.g., photocopying costs, copy paper supplies)
- Other

See also Appendix A for other Allowable Costs.

TRAVEL

List the costs, directly attributable to the program for carrying out the activities described in the application. Unless specifically approved in the budget, the rates for reimbursement of travel will be assumed to be the same as that authorized for state employee's by the Governor's Travel Control Board. See also Appendix A for other Allowable Costs.

Travel costs for contractual consultants are to be included in the Contractual Services line.

Please use the following subcategories when itemizing your travel costs. Type the subcategory on the front and list associated costs underneath:

- Staff travel
- Client travel

In your Budget Justification provide details including amount budgeted for miles (the state reimbursement rate is \$0.404/mile), lodging, meals/per diem (the state reimbursement rate is \$28/day), and commercial transportation.

INSTRUCTIONS TO APPLICATION
EQUIPMENT SECTION

EQUIPMENT

Equipment costs may be requested for equipment with a useful life of more than one year that is required for the successful completion of the activities described in the application. Equipment costs shall include all freight and installation charges.

Please use the following subcategories when itemizing your travel costs. Type the subcategory on the front and list associated costs underneath:

- Office Furniture (e.g., desks, chairs, computer tables)
- Computer/Electronic Equipment (e.g., computers, printers, calculators)
- Other

See also Appendix A for other Allowable Costs.